

DATE: MAY 21, 2012
DOT1202005
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TRANSPORTATION SERVICES MANAGER II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
DRIVER SERVICES
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: RESPONSIBLE FOR THE ADMINISTRATIVE OVERSIGHT OF THE COMMERCIAL DRIVERS' LICENSING UNIT, DRIVERS' LICENSING/IDENTIFICATION UNIT, DRIVERS' LICENSING HELP DESK UNIT AND THE HANDICAP PLACARD PROGRAM. SERVES AS CDL COORDINATOR TO ENSURE THE DIVISION'S COMPLIANCE WITH FEDERALLY MANDATED DIRECTIVES AND PROVIDING REQUIRED UPDATES TO THE FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (FMCSA). DEVELOP EFFECTIVE POLICIES AND PROCEDURES FOR THE UNITS. SUPERVISE THE MONITORING OF UNIT ACTIVITIES TO DETERMINE COMPLIANCE WITH STATE AND FEDERAL REGULATIONS, POLICIES AND WORK STANDARDS. MANAGE AND TRAIN ADMINISTRATIVE STAFF AND ASSIST REGIONAL OFFICE STAFF WITH POLICIES AND PROCEDURES. CONDUCT INTERVIEWS FOR PROSPECTIVE EMPLOYEES, RECOMMENDS SELECTION OF STAFF. WORK WITH PUBLIC OFFICIALS AT STATE AND FEDERAL LEVEL. A VALID WV DRIVER'S LICENSE IS REQUIRED. TRAVEL MAY BE REQUIRED. APPLICANTS SUBJECT TO CRIMINAL BACKGROUND INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.
SUBSTITUTION: EXPERIENCE AS DESCRIBED BELOW MAY SUBSTITUTE FOR THE REQUIRED TRAINING ON A YEAR-FOR-YEAR BASIS.
EXPERIENCE: SIX YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID ADMINISTRATIVE OR SUPERVISORY EXPERIENCE IN THE AREA OF ASSIGNMENT.
SPECIAL REQUIREMENT: A VALID WEST VIRGINIA DRIVER'S LICENSE MAY BE REQUIRED.

SALARY: PAY GRADE 017 \$35,028.00 - \$64,812.00

DEADLINE: MAY 30, 2012

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TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
 DAVE BOLYARD
 DIV OF MOTOR VEHICLES
 5707 MACCORKLE AVENUE, SE
 SUITE 200
 CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DOT1202005 ON APPLICATION

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DOT1202018

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CUSTOMER SERVICE REPRESENTATIVE
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
REGIONAL OFFICE & CALL CENTER SERVICES
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: CSVREP - ASSIST TELEPHONE CUSTOMERS ON SERVICES
PROVIDED BY THE WV DIVISION OF MOTOR VEHICLES.
EXPLAIN FORMS, FEES, TAXES, AND OTHER CHARGES.
MAINTAIN LOG. ENTER DATA INTO COMPUTER TO ACCESS
INFORMATION. PERFORM RELATED DUTIES AS NEEDED.
APPLICANTS MAY BE SUBJECT TO CRIMINAL BACKGROUND
INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM STANDARD HIGH SCHOOL
OR THE EQUIVALENT.
EXPERIENCE: ONE YEAR OF FULL-TIME OR EQUIVALENT
PART-TIME PAID EXPERIENCE IN BOOKKEEPING,
CASHIERING OR RELATED PUBLIC CONTACT WORK.
SUBSTITUTION: SUCCESSFUL FULL-TIME STUDY IN AN
ACCREDITED COLLEGE OR UNIVERSITY, OR RESIDENT
BUSINESS OR VOCATIONAL SCHOOL TRAINING MAY BE
SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR
THE REQUIRED EXPERIENCE.
SPECIAL REQUIREMENT: MUST BE ELIGIBLE FOR
BONDING.

SALARY: PAY GRADE 007 \$20,472.00 - \$37,884.00

DEADLINE: MAY 30, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
PETE LAKE
DIV OF MOTOR VEHICLES
5707 MACCORKLE AVENUE, SE
SUITE 200
CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DOT1202018 ON APPLICATION

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DOT1202019

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CUSTOMER SERVICE REPRESENTATIVE
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
KANAWHA CITY REGIONAL OFFICE
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ASSIST CUSTOMERS IN OBTAINING DRIVER'S AND MOTOR
VEHICLE LICENSES. EXPLAIN FORMS, FEES, TAXES,
AND OTHER CHARGES. ENTER DATA INTO COMPUTER TO
ACCESS PRIOR INFORMATION AND UPDATE RECORDS.
PERFORM CASHIER TRANSACTIONS. ADMINISTER
LEARNER'S PERMIT, MOTORCYCLE, OPERATORS,
COMMERCIAL DRIVERS, AND VISION TESTS. ISSUE
DRIVER'S LICENSES. CONDUCT DRIVER CLINIC
INTERVIEWS. PERFORM VEHICLE INSPECTIONS.
REGISTER VOTERS. TAKE PHOTOGRAPHS. A VALID
DRIVER'S LICENSE IS REQUIRED. PERFORM RELATED
DUTIES AS NEEDED. APPLICANTS SUBJECT TO CRIMINAL
BACKGROUND INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM STANDARD HIGH SCHOOL
OR THE EQUIVALENT.
EXPERIENCE: ONE YEAR OF FULL-TIME OR EQUIVALENT
PART-TIME PAID EXPERIENCE IN BOOKKEEPING,
CASHIERING OR RELATED PUBLIC CONTACT WORK.
SUBSTITUTION: SUCCESSFUL FULL-TIME STUDY IN AN
ACCREDITED COLLEGE OR UNIVERSITY, OR RESIDENT
BUSINESS OR VOCATIONAL SCHOOL TRAINING MAY BE
SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR
THE REQUIRED EXPERIENCE.
SPECIAL REQUIREMENT: MUST BE ELIGIBLE FOR
BONDING.

SALARY: PAY GRADE 007 \$20,472.00 - \$37,884.00

DEADLINE: MAY 30, 2012

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TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:
PETE LAKE
DIV OF MOTOR VEHICLES
5707 MACCORKLE AVENUE, SE
SUITE 200
CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DOT1202019 ON APPLICATION

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ACCOUNTANT/AUDITOR IV
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
ENGINEERING DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ACCAUD4 - UNIT LEADER - CONSULTANT AGREEMENT UNIT,
ADMINISTRATION SECTION - ASSIST SECTION HEAD IN
DEVELOPING POLICIES AND PROCEDURES FOR AN AUDIT
SYSTEM TO MONITOR ENGINEERING CONSULTANT
AGREEMENTS FOR ALL DOH ORGANIZATIONS STATEWIDE.
MONITOR AND REPORT TO MANAGEMENT ON VARIOUS
ASPECTS OF FISCAL INFORMATION GATHERED AND
MAINTAINED IN THE TRACKING SYSTEM AT ANY GIVEN
POINT IN TIME. ANALYZE DBE INFORMATION AND PREPARE
REPORTS FOR EEO DIVISION FOR REPORTING TO FHWA
TO INSURE COMPLIANCE WITH TITLE VI OF THE CIVIL
RIGHTS ACT OF 1964 AS REQUIRED BY FHWA. THIS IS
A SUPERVISORY POSITION.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED
COLLEGE OR UNIVERSITY WITH AT LEAST 24 SEMESTER
HOURS IN ACCOUNTING.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT
PART-TIME PAID EXPERIENCE IN PROFESSIONAL
ACCOUNTING OR AUDITING WORK.
EXPERIENCE IN THE AREA OF STATUTORY ACCOUNTING:
FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME
PAID EXPERIENCE IN STATUTORY ACCOUNTING.
SUBSTITUTIONS: (1) MASTER'S DEGREE IN ACCOUNTING
MAY SUBSTITUTE FOR TWO YEARS OF THE REQUIRED
EXPERIENCE. (2) CERTIFICATION OR REGISTRATION
AS A PUBLIC ACCOUNTANT IN WEST VIRGINIA MAY BE
SUBSTITUTED FOR THE TRAINING AND TWO YEARS OF THE
REQUIRED EXPERIENCE.
PROMOTIONAL ONLY: TWO YEARS OF FULL-TIME OR
EQUIVALENT PART-TIME PAID EXPERIENCE AS AN
ACCOUNTANT/AUDITOR III. PREFERENCE MAY BE SHOWN
TO APPLICANTS WITH 24 OR MORE SEMESTER HOURS OF
ACCOUNTING FROM AN ACCREDITED COLLEGE OR
UNIVERSITY.

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FOR FORENSIC ACCOUNTANT/AUDITOR POSITIONS
TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED
FOUR-YEAR COLLEGE OR UNIVERSITY WITH AT LEAST 24
SEMESTER HOURS IN ACCOUNTING.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT
PART-TIME PAID EXPERIENCE IN PROFESSIONAL,
FORENSIC, PUBLIC ACCOUNTING; INVESTIGATIVE
AND/OR FORENSIC AUDITING; CERTIFIED FRAUD
EXAMINING; OR OTHER DIRECTLY RELATED FORENSIC
EXPERIENCE.

NOTE:

PREFERENCE MAY BE GIVEN TO APPLICANTS HOLDING A
CERTIFIED FRAUD EXAMINER (CFE), CERTIFIED FORENSIC
ACCOUNTANT (CFA), CERTIFIED EVALUATION ANALYST, OR
APPLICANTS WHO HAVE COMPLETED A GRADUATE
CERTIFICATE PROGRAM IN FORENSIC ACCOUNTING AND
FRAUD INVESTIGATION.

SALARY: PAY GRADE 015 \$31,164.00 - \$57,660.00

DEADLINE: MAY 30, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
GREG BAILEY
WVDOH - ENGINEERING DIVISION
CAPITOL COMPLEX
BLDG 5, ROOM A-317
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER DOT1201255 ON APPLICATION

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GIS TECHNICIAN
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
PROGRAM PLANNING & ADMINISTRATION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: GISTECH - UNDER GENERAL SUPERVISION, THIS POSITION INVOLVES ENTRY-LEVEL TECHNICAL WORK IN MULTI-TIER GEOGRAPHIC INFORMATION SYSTEM (GIS) OPERATIONS FOR THE MODELING AND VISUALIZATION UNIT IN THE PLANNING SECTION. DUTIES INCLUDE DETERMINING PLANNING APPLICATIONS UTILIZING GIS TECHNOLOGY. DUTIES WILL INCLUDE EXECUTING APPLICATION AND PRODUCING MAPS AND RELATED GRAPHIC OUTPUT AND REPORTS FOR THE DIVISION. SOME TRAVEL MAY BE REQUIRED. PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: ASSOCIATE'S DEGREE, INCLUDING SIX HOURS IN COMPUTER SCIENCE, COMPUTER MAPPING OR COMPUTER AIDED DRAFTING AND DESIGN (CADD) OR GIS FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH A MAJOR IN GEOGRAPHY, CARTOGRAPHY, GEOLOGY, NATURAL OR EARTH SCIENCES, ENVIRONMENTAL SCIENCES, LANDSCAPE ARCHITECTURE, URBAN PLANNING, LAND SURVEYING, ENVIRONMENTAL ENGINEERING, COMPUTER SCIENCE OR A RELATED FIELD.
EXPERIENCE: ONE YEAR OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN COMPUTER MAPPING OR GIS RELATED ACTIVITIES, INCLUDING DIGITAL MAP ANALYSIS, MAP DISPLAY AND DIGITIZING PROCEDURE, AND AUTOMATED MAPPING OR CADD DRAWING PRODUCTION.
SUBSTITUTION: BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY IN THE ABOVE FIELDS MAY BE SUBSTITUTED FOR THE REQUIRED TRAINING AND EXPERIENCE ON A YEAR-FOR-YEAR BASIS.

SALARY: PAY GRADE 013 \$27,732.00 - \$51,312.00

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TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
 ROB PENNINGTON
 WVDOH - PROGRAM PLANNING & ADMINISTRATION DIVISION
 CAPITOL COMPLEX
 BLDG 5, ROOM A-816
 CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER DOT1201256 ON APPLICATION

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STAFF DEVELOPMENT SPECIALIST, SENIOR
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
HUMAN RESOURCES
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: STDVSPSR - DEVELOPS, COORDINATES, AND CONDUCTS ANNUAL SUPERVISORY TRAINING PROGRAM, INCLUDING REVIEW AND ASSESSMENT OF DISTRICT AND DIVISIONAL TRAINING NEEDS. PLANS, DEVELOPS AND COORDINATES AN AGENCY-WIDE TRAINING EVALUATION PLAN. ADMINISTERS THE TRANSPORTATION ENGINEERING TECHNICIANS A.A.S DEGREE PROGRAM BY NEGOTIATING PROGRAM AGREEMENTS, DIRECTING THE DEVELOPMENT OF COLLEGE CLASSES, SCHEDULING OF SEMESTER CLASSES, AND DEVELOPMENT OF DOH POLICIES AND PROCEDURES FOR THE PROGRAM. DEVELOPS AND ASSISTS WITH ADMINISTRATION OF THE DOH ANNUAL TRAINING PLAN AND BUDGET FOR FHWA APPROVAL. FUNCTIONS AS LEAD TRAINER IN ALL UNIT PROJECTS.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY WITH A MAJOR IN EDUCATION, COMMUNICATION, COUNSELING, SOCIAL WORK, BUSINESS ADMINISTRATION, INDUSTRIAL RELATIONS, OR RELATED FIELDS.
EXPERIENCE: THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN TEACHING, TRAINING, OR STAFF DEVELOPMENT.
SUBSTITUTION: MASTER'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY IN EDUCATION, COMMUNICATIONS, COUNSELING, SOCIAL WORK, BUSINESS ADMINISTRATION, INDUSTRIAL RELATIONS, OR RELATED FIELDS MAY BE SUBSTITUTED FOR ONE YEAR OF EXPERIENCE.

SALARY: PAY GRADE 013 \$27,732.00 - \$51,312.00

DEADLINE: MAY 30, 2012

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TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:
JEFF BLACK
WVDOH - HUMAN RESOURCES DIVISION
CAPITOL COMPLEX
BLDG 5, ROOM A-949
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER DOT1201258 ON APPLICATION

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OFFICE ASSISTANT III
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
LEGAL DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: OFASST3 - UNDER GENERAL SUPERVISION, PERFORMS CLERICAL WORK IN THE LEGAL DIVISION, CLAIMS SECTION. ANALYZES INVOICES AND BILLS FOR ACCURACY AND INITIATES CORRECTION OF ERRORS. ANSWERS THE TELEPHONE, TAKES MESSAGES AND ANSWERS QUESTIONS. SORTS AND FILES DOCUMENTS, PERFORMS DATA ENTRY AND TYPES A VARIETY OF DOCUMENTS. DRAFTS EMAILS AND CORRESPONDENCE ON BEHALF OF THE CLAIMS SECTION FOR THE COMMISSIONER OF HIGHWAYS. OPERATES OFFICE EQUIPMENT, PERFORMS RECEPTIONISTS DUTIES AND PERFORMS RELATED DUTIES AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: FOUR (4) YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE PERFORMING ROUTINE OFFICE WORK.
SUBSTITUTION: COLLEGE HOURS, RELATED BUSINESS SCHOOL, OR VOCATIONAL TRAINING MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 007 \$20,472.00 - \$37,884.00

DEADLINE: MAY 30, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
ANTHONY HALKIAS
WVDOH - LEGAL DIVISION
CAPITOL COMPLEX
BLDG 5, ROOM A-519
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER DOT1201259 ON APPLICATION

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DOT1202103

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TRANSPORTATION CREW SUPERVISOR I
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT ONE
PUTNAM COUNTY HEADQUARTERS
PUTNAM

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRCRSV 1 AN EMPLOYEE IN THIS CLASSIFICATION WILL WORK UNDER LIMITED SUPERVISION SUPERVISING ONE CREW AND PARTICIPATE IN THE MAINTENANCE AND REPAIR OF HIGHWAYS. WILL COORDINATE EQUIPMENT AND MATERIALS NEEDED, ASSIGN DUTIES TO CREW MEMBERS, COMPLETE DAILY TIME REPORTS, MATERIALS AND AND EQUIPMENT USED, CHECK COMPLAINTS, QUALITY OF WORK BEING PERFORMED AND TRAIN CREW MEMBERS. MAY BE EXPOSED TO INCLEMENT WEATHER AND HAZARDOUS WORKING CONDITIONS PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR YEAR-HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME EXPERIENCE IN HIGHWAY CONSTRUCTION OR HIGHWAY MAINTENANCE, OR IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.
PROMOTIONAL ONLY: FIVE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME EXPERIENCE IN HIGHWAY CONSTRUCTION OR HIGHWAY MAINTENANCE, OR IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION, TWO YEARS OF WHICH MUST HAVE BEEN IN A LEAD WORKER OR SUPERVISORY CAPACITY, MAY BE SUBSTITUTED FOR THE ABOVE TRAINING AND EXPERIENCE.
SPECIAL REQUIREMENT: A VALID WEST VIRGINIA MOTOR VEHICLES OPERATOR'S LICENSE OR A COMMERCIAL DRIVER'S LICENSE MAY BE REQUIRED AFTER EMPLOYMENT.

SALARY: PAY GRADE 012 \$26,160.00 - \$48,396.00

DEADLINE: MAY 30, 2012

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TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:
JOHN MCBRAYER
WVDOH - DISTRICT ONE
1334 SMITH STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER DOT1202103 ON APPLICATION

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TRANSPORTATION CREW SUPERVISOR I
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT ONE
BOONE COUNTY HEADQUARTERS
BOONE

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRCRSV 1 AN EMPLOYEE IN THIS CLASSIFICATION WILL WORK UNDER LIMITED SUPERVISION SUPERVISING ONE CREW AND PARTICIPATE IN THE MAINTENANCE AND REPAIR OF HIGHWAYS. WILL COORDINATE EQUIPMENT AND MATERIALS NEEDED, ASSIGN DUTIES TO CREW MEMBERS, COMPLETE DAILY TIME REPORTS, MATERIALS AND AND EQUIPMENT USED, CHECK COMPLAINTS, QUALITY OF WORK BEING PERFORMED AND TRAIN CREW MEMBERS. MAY BE EXPOSED TO INCLEMENT WEATHER AND HAZARDOUS WORKING CONDITIONS PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR YEAR-HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME EXPERIENCE IN HIGHWAY CONSTRUCTION OR HIGHWAY MAINTENANCE, OR IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.
PROMOTIONAL ONLY: FIVE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME EXPERIENCE IN HIGHWAY CONSTRUCTION OR HIGHWAY MAINTENANCE, OR IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION, TWO YEARS OF WHICH MUST HAVE BEEN IN A LEAD WORKER OR SUPERVISORY CAPACITY, MAY BE SUBSTITUTED FOR THE ABOVE TRAINING AND EXPERIENCE.
SPECIAL REQUIREMENT: A VALID WEST VIRGINIA MOTOR VEHICLES OPERATOR'S LICENSE OR A COMMERCIAL DRIVER'S LICENSE MAY BE REQUIRED AFTER EMPLOYMENT.

SALARY: PAY GRADE 012 \$26,160.00 - \$48,396.00

DEADLINE: MAY 30, 2012

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TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:
JOHN MCBRAYER
WVDOH - DISTRICT ONE
1334 SMITH STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER DOT1202104 ON APPLICATION

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TRANSPORTATION WORKER 3
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT THREE
ROANE COUNTY HEADQUARTERS
ROANE

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3EQOP - UNDER LIMITED SUPERVISION EMPLOYEE WILL OPERATE A VARIETY OF HEAVY EQUIPMENT SUCH AS GRADER AND BACKHOE. WILL BE REQUIRED TO OPERATE OTHER RELATED HIGHWAY MAINTENANCE EQUIPMENT AS NEEDED. MAY LEAD AND TRAIN LOWER LEVEL WORKERS IN PERFORMING SKILLED AND SEMI SKILLED WORK. WILL MAKE MINOR MECHANICAL REPAIRS AND PERFORM OTHER RELATED WORK AS REQUIRED. CERTIFICATION ON THE ASSIGNED EQUIPMENT WILL BE REQUIRED AFTER APPOINTMENT AS TRAINING PERMITS. MAY BE EXPOSED TO HAZARDOUS WORK CONDITIONS AND INCLEMENT WEATHER. CDL LICENSE REQUIRED, CLASS A MAY BE PREFERRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE WORK OR METAL WORK OR IN BUILDING EQUIPMENT REPAIR INCLUDING WORK IN HEATING, VENTILATION AND COOLING; (OR) TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION;
(OR) TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN CORE DRILLING, OIL OR GAS DRILLING OR SURFACE MINING REQUIRING THE OPERATION OF DRILLING EQUIPMENT OR AUGER;
(OR) TWO YEARS AS A TRANSPORTATION WORKER II-BRIDGE MAINTANANCE WORKER.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED

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EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR, HIGHWAY MAINTENANCE, AND CORE DRILLING AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREA AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 12H \$11.41 - \$20.11

DEADLINE: MAY 30, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
JAMES ROTEN
WVDOH - DISTRICT THREE
624 DEPOT STREET
PARKERSBURG, WV 26101

PLEASE INCLUDE POSTING NUMBER DOT1200372 ON APPLICATION

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DOT1200373
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SECRETARY II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT THREE
DISTRICT 3 MAINTENANCE
WOOD

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: SEC2 - UNDER GENERAL SUPERVISION, AT THE FULL PERFORMANCE LEVEL, PROVIDES CLERICAL AND ADMINISTRATIVE RELIEF FOR THE DISTRICT MAINTENANCE ENGINEER. WILL PREPARE ROUTINE CORRESPONDENCE AND LETTERS FOR THE DISTRICT AND/OR CENTRAL OFFICE. AS RECEPTIONIST FOR THE MAINTENANCE DEPARTMENT, WILL ANSWER PHONE AND TAKE MESSAGES FOR THE MAINTENANCE ENGINEER AND STAFF. WILL HANDLE CITIZENS CONCERNS VIA PHONE, EMAIL AND LETTER AND RESPOND TO CITIZENS AS NEEDED. WILL ASSIST COUNTY ADMINISTRATORS AND OTHER MAINTENANCE SUPERVISORS IN COORDINATING ACTIVITIES AND WORK ASSOCIATED WITH THE DEPARTMENT SUCH AS OM-41S, CORE MAINTENANCE PLANS, SCHEDULED AND UNSCHEDULED OVERTIME REPORTS, VARIOUS TRAINING, ETC. MAINTAINS, PROCESSES, SORTS, AND FILES DOCUMENTS, RESEARCHES FILES FOR DATA AND GATHERS INFORMATION OR STATISTICS SUCH AS MATERIAL AND INVENTORY USAGE, SRIC MATERIAL USAGE AND COST DATA, ASSIST WITH CONTRACTS, ETC. SERVE AS BACKUP TIMEKEEPER FOR MAINTENANCE PERSONNEL. PREPARES A VARIETY OF PERSONNEL AND PAYROLL DOCUMENTATION. MAY ATTEND MEETINGS AND TRAINING IN THE MAINTENANCE ENGINEER'S ABSENCE OR BEHALF AND SIGN SUPERVISOR'S NAME TO ROUTINE CORRESPONDENCE, FORMS, AND MEMOS. PERFORMS OTHER DUTIES AS REQUESTED OR REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: FIVE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE PERFORMING CLERICAL DUTIES AT THE OFFICE ASSISTANT III LEVEL, ENCOMPASSING A WIDE RANGE OF OFFICE PRACTICES, WHICH MUST HAVE INCLUDED TYPING, SCREENING AND

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ROUTING TELEPHONE CALLS AND CORRESPONDENCE, AND
COMPOSING ROUTINE CORRESPONDENCE.
SUBSTITUTION: COLLEGE HOURS OR RELATED BUSINESS
SCHOOL OR VOCATIONAL TRAINING MAY BE SUBSTITUTED
THROUGH AN ESTABLISHED FORMULA FOR UP TO TWO YEARS
OF THE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 009 \$22,584.00 - \$41,784.00

DEADLINE: MAY 30, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
JAMES ROTEN
WVDOH - DISTRICT THREE
624 DEPOT STREET
PARKERSBURG, WV 26101

PLEASE INCLUDE POSTING NUMBER DOT1200373 ON APPLICATION

DATE: MAY 21, 2012

DOT1200374

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TRANSPORTATION WORKER 2

CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT THREE
ROANE COUNTY HEADQUARTERS
ROANE

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP - UNDER GENERAL SUPERVISION, EMPLOYEE WILL OPERATE MEDIUM SIZED EQUIPMENT SUCH AS SINGLE OR TANDEM AXLE DUMP TRUCKS, ASPHALT DISTRIBUTOR, RUBBER TIRE ENDLOADER, ROLLER, TRENCH MACHINE, MOWERS, CULVERT CLEANER, SNOW PLOW AND SPREADERS. MAY OPERATE OTHER RELATED HIGHWAY EQUIPMENT AS TRAINING PERMITS. PERFORMS RELATED WORK AS REQUIRED SUCH AS FLAGGING, SHOVELING MATERIALS, CLEANING CULVERTS, MOWING, BRUSH CUTTING, LITTER PICKUP, CLEANING EQUIPMENT, AND JANITORIAL WORK. MAKES MINOR MECHANIC REPAIRS SUCH AS CHANGING TIRES, BLADES, OR FILTERS. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. CLASS A CDL MAY BE GIVEN PREFERENCE.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE IN AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION: EQUIPMENT OPERATION CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS

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EXPERIENCE. OR A VALID CLASS A OR CLASS B COMMERCIAL DRIVER'S LICENSE IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE. SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF HIGHWAY MAINTENANCE: HIGHWAY MAINTENANCE CERTIFICATE/ COMPLETION OF AN APPROVED TRAINING COURSE IN SKILLED TRADES PLUS THE ROADS SCHOLAR TRAINING COURSE BY THE TECHNOLOGY TRANSFER ENTER AT WEST VIRGINIA UNIVERSITY SHALL BE ACCEPTED FOR THE REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR AND HIGHWAY MAINTENANCE AND BRIDGE MAINTENANCE, AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREAS AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 11H \$10.55 - \$18.69

DEADLINE: MAY 30, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
JAMES ROTEN
WVDOH - DISTRICT THREE
624 DEPOT STREET
PARKERSBURG, WV 26101

PLEASE INCLUDE POSTING NUMBER DOT1200374 ON APPLICATION

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REALTY AGENT 1
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT THREE
DISTRICT RIGHT OF WAY
WOOD

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRRLAG1 - UNDER DIRECT SUPERVISION, PERFORMS
BEGINNING LEVEL PROFESSIONAL WORK IN THE
NEGOTIATIONS, ACQUISITION, APPRAISAL, PROPERTY
MANAGEMENT, AND RELOCATION ACTIVITIES WHEN
PURCHASING REAL PROPERTY FOR THE DOH. DUTIES WILL
INCLUDE GATHERING TITLE DATA FROM OCCUPANTS FOR
THE PURCHASE OF PROPERTY, RESEARCHING PROPERTY
DATA IN COUNTY COURTHOUSES, ASSISTING THE DISTRICT
AGENT IN NEGOTIATIONS WITH OWNERS TO FIND
ADEQUATE REPLACEMENT PROPERTY, AND PERFORMING
FIELD REVIEWS FOR THE PURPOSE OF PROPERTY
MANAGEMENT, SALE, LEASE, AND ACQUISITION. PERFORM
RELATED WORK AS REQUIRED. ONE VACANCY TO BE
FILLED; ALTERNATE POSTINGS ARE DOT1200376 AND
DOT1200377.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY
ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.
SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE IN
EXCESS OF THAT REQUIRED MAY BE SUBSTITUTED FOR THE
REQUIRED COLLEGE EDUCATION ON A YEAR-FOR-YEAR
BASIS.
EXPERIENCE: ONE YEAR OF REAL ESTATE APPRASIAL OR
APPRASIAL REVIEW, NEGOTIATION, REAL ESTATE
MANAGEMENT, RELOCATION, OR RIGHT-OF-WAY EXPERIENCE
PROMOTIONAL ONLY: ONE YEAR AS A REALTY TRAINEE.
**FOR THE REAL ESTATE DIVISION:
TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY
ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.
SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE IN
EXCESS OF THAT REQUIRED MAY BE SUBSTITUTED FOR THE
REQUIRED COLLEGE EDUCATION ON A YEAR-FOR-YEAR
BASIS.
EXPERIENCE: ONE YEAR OF REAL ESTATE NEGOTIATION,

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REAL ESTATE LEASING, OR PROPERTY MANAGEMENT.
PROMOTIONAL ONLY: ONE YEAR AS A REALTY TRAINEE.

SALARY: PAY GRADE 013 \$27,732.00 - \$51,312.00

DEADLINE: MAY 30, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
JAMES ROTEN
WVDOH - DISTRICT THREE
624 DEPOT STREET
PARKERSBURG, WV 26101

PLEASE INCLUDE POSTING NUMBER DOT1200375 ON APPLICATION

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DOT1200376
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REALTY AGENT 2
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT THREE
DISTRICT RIGHT OF WAY
WOOD

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRRLAG2 - UNDER GENERAL SUPERVISION, PERFORMS
FULL-PERFORMANCE LEVEL PROFESSIONAL WORK IN THE
NEGOTIATIONS, ACQUISITION, APPRAISAL, PROPERTY
MANAGEMENT, AND RELOCATION ACTIVITIES WHEN
PURCHASING REAL PROPERTY FOR THE DOH. DUTIES WILL
INCLUDE NEGOTIATING WITH PROPERTY OWNERS FOR THE
PURCHASE OF RIGHT OF WAY, ASSISTING WITH PUBLIC
AUCTIONS, AND APPRAISING REAL PROPERTY TO
DETERMINE VALUE. PERFORMS RELATED WORK AS
REQUIRED. ONE VACANCY TO BE FILLED; ALTERNATE
POSTINGS ARE DOT1200375 AND DOT1200377.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY
ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.
SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE IN
EXCESS OF THAT REQUIRED MAY BE SUBSTITUTED FOR THE
COLLEGE EDUCATION ON A YEAR-FOR-YEAR BASIS.
EXPERIENCE: THREE YEARS OF APPRAISAL OR APPRAISAL
REVIEW, NEGOTIATION, REAL ESTATE MANAGEMENT,
RELOCATION, OR RIGHT-OF-WAY EXPERIENCE.
SPECIAL REQUIREMENT: APPLICANTS MUST HAVE
COMPLETED THE DIVISION OF HIGHWAYS COURSE
"APPRAISAL PRINCIPLES" OR ONE APPRAISAL COURSE
RECOGNIZED BY THE APPRAISAL INSTITUTE
OR THE SOCIETY OF REAL ESTATE APPRAISERS.
PROMOTIONAL ONLY: ONE YEAR AS A REALTY AGENT 1.
** FOR THE REAL ESTATE DIVISION:
TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY
ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.
SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE
IN EXCESS OF THAT REQUIRED MAY BE SUBSTITUTED FOR
FOR THE REQUIRED COLLEGE EDUCATION ON A YEAR-FOR-
YEAR BASIS.
EXPERIENCE: THREE YEARS OF REAL ESTATE

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NEGOTIATION, REAL ESTATE LEASING, OR PROPERTY
MANAGEMENT.
PROMOTIONAL ONLY: ONE YEAR AS A REALTY AGENT 1.

SALARY: PAY GRADE 014 \$29,400.00 - \$54,396.00

DEADLINE: MAY 30, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
JAMES ROTEN
WVDOH - DISTRICT THREE
624 DEPOT STREET
PARKERSBURG, WV 26101

PLEASE INCLUDE POSTING NUMBER DOT1200376 ON APPLICATION

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REALTY AGENT 3
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT THREE
DISTRICT RIGHT OF WAY
WOOD

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRRLAG3 - UNDER GENERAL SUPERVISION, PERFORMS
ADVANCE LEVEL WORK IN REAL PROPERTY APPRAISAL,
REAL PROPERTY RIGHTS ACQUISITIONS, RELOCATIONS
ASSISTANCE, PROPERTY MANAGEMENT, AND RIGHT OF WAY
ENGINEERING AND SURVEYING. SERVES AS A MAJOR
NEGOTIATOR FOR THE DIVISION OF HIGHWAYS. PERFORMS
LEAD WORK DUTIES FOR THE SECTION. DUTIES WILL
INCLUDE NEGOTIATIONS, RELOCATION ASSISTANCE, AND
PROPERTY MANAGEMENT ON COMPLEX MAJOR PROJECTS,
INCLUDING APPRAISING REAL PROPERTY TO DETERMINE
VALUE. PERFORMS RELATED WORK AS REQUIRED. ONE
VACANCY TO BE FILLED; ALTERNATE POSTINGS ARE
DOT1200375 AND DOT1200376.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY
ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.
SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE
IN ACCESS OF THAT REQUIRED MAY BE SUBSTITUTED FOR
THE COLLEGE EDUCATION ON A YEAR-FOR-YEAR BASIS.
EXPERIENCE: FIVE YEARS OF APPRAISAL OR APPRAISAL
REVIEW, NEGOTIATION, REAL ESTATE MANAGEMENT,
RELOCATION, OR RIGHT-OF-WAY EXPERIENCE.
SPECIAL REQUIREMENT: APPLICANTS MUST HAVE
COMPLETED THE DIVISION OF HIGHWAYS COURSE
"APPRAISAL PRINCIPLES" OR ONE APPRAISAL COURSE
RECOGNIZED BY THE APPRAISAL INSTITUTE OR THE
SOCIETY OF REAL ESTATE APPRAISERS.
PROMOTIONAL ONLY: ONE YEAR AS A REALTY AGENT 2.
**FOR THE REAL ESTATE DIVISION:
TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY
ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.
SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE IN
EXCESS OF THAT REQUIRED MAY BE SUBSTITUTED FOR THE
REQUIRED COLLEGE EDUCATION ON A YEAR-FOR-YEAR

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BASIS.

EXPERIENCE: FIVE YEARS OF REAL ESTATE NEGOTIATION,
REAL ESTATE LEASING, OR PROPERTY MANAGEMENT.
PROMOTIONAL ONLY: ONE YEAR AS A REALTY AGENT 2.

SALARY: PAY GRADE 015 \$31,164.00 - \$57,660.00

DEADLINE: MAY 30, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
JAMES ROTEN
WVDOH - DISTRICT THREE
624 DEPOT STREET
PARKERSBURG, WV 26101

PLEASE INCLUDE POSTING NUMBER DOT1200377 ON APPLICATION

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DOT1200490
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TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT FOUR
CORRIDOR D, SECTION 2 HEADQUARTERS
HARRISON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP -UNDER GENERAL SUPERVISION, EMPLOYEE WILL OPERATE MEDIUM-SIZED EQUIPMENT SUCH AS FRONT END LOADER, GUARDRAIL OR FLAILMOWER, TANDEM OR SINGLE AXEL DUMP TRUCKS, SNOW PLOW AND SPREADERS USED IN THE MAINTENANCE AND REPAIR OF HIGHWAYS. MAY OPERATE OTHER RELATED HIGHWAY EQUIPMENT AS TRAINING PERMITS. PERFORMS RELATED WORK AS REQUIRED SUCH AS FLAGGING, SHOVELING MATERIALS, CLEANING CULVERTS, MOWING, BRUSH CUTTING, LITTER PICKUP, CLEANING EQUIPMENT, AND JANITORIAL WORK. MAKES MINOR MECHANIC REPAIRS SUCH AS CHANGING TIRES, BLADES, OR FILTERS. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. VALID CDL REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE IN AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION: EQUIPMENT OPERATION CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS

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EXPERIENCE. OR A VALID CLASS A OR CLASS B COMMERCIAL DRIVER'S LICENSE IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE. SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF HIGHWAY MAINTENANCE: HIGHWAY MAINTENANCE CERTIFICATE/ COMPLETION OF AN APPROVED TRAINING COURSE IN SKILLED TRADES PLUS THE ROADS SCHOLAR TRAINING COURSE BY THE TECHNOLOGY TRANSFER ENTER AT WEST VIRGINIA UNIVERSITY SHALL BE ACCEPTED FOR THE REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR AND HIGHWAY MAINTENANCE AND BRIDGE MAINTENANCE, AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREAS AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 11H \$10.55 - \$18.69

DEADLINE: MAY 30, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
GREG PHILLIPS
WVDOH - DISTRICT FOUR
PO BOX 4220
CLARKSBURG, WV 26302

PLEASE INCLUDE POSTING NUMBER DOT1200490 ON APPLICATION

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DOT1200491

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TRANSPORTATION WORKER 1

CLASSIFIED POSITION VACANCIES 003

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT FOUR
TAYLOR COUNTY HEADQUARTERS
TAYLOR

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW1CW - PERFORMS UNSKILLED TO SEMI-SKILLED WORK IN THE CONSTRUCTION AND MAINTENANCE OF HIGHWAYS, BRIDGES, RELATED BUILDINGS AND STRUCTURES. CLEANS CULVERTS AND REPAIRS SHOULDERS. FLAGS TRAFFIC. USES LIGHT MOTORIZED HIGHWAY MAINTENANCE EQUIPMENT OPERATES A VARIETY OF EQUIPMENT: SUCH AS AIR COMPRESSOR, JACKHAMMER, POWER SAWS, ETC. USES A VARIETY OF MANUAL AND POWER HAND TOOLS. OPERATES MAINTENANCE EQUIPMENT SUCH AS: CONCRETE MIXERS, LIGHT MAINTENANCE TRUCKS, ETC. ROUGH CARPENTRY, BUILDS FORMS AND MASONRY. ASSISTS OTHER CO-WORKERS FOLLOW ORAL & WRITTEN INSTRUCTIONS. WORK COOPERATIVELY WITH OTHERS. MAINTAIN ROUTINE RECORDS. MAY BE EXPOSED TO HAZARDOUS WORK CONDITIONS AND INCLEMENT WEATHER. CDL REQUIRED 6 MONTHS AFTER EMPLOYMENT. PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
SPECIAL REQUIREMENT: A VALID MOTOR VEHICLE LICENSE IS REQUIRED. A COMMERCIAL DRIVER'S LICENSE MAY BE REQUIRED AFTER EMPLOYMENT.

SALARY: PAY GRADE 10H \$9.73 - \$17.35

DEADLINE: MAY 30, 2012

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DOT1200491
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TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
 GREG PHILLIPS
 WVDOH - DISTRICT FOUR
 PO BOX 4220
 CLARKSBURG, WV 26302

 PLEASE INCLUDE POSTING NUMBER DOT1200491 ON APPLICATION

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DOT1200545

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TRANSPORTATION WORKER 2

CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 5
DISTRICT 5 HEAVY MAINTENANCE
MINERAL

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP - UNDER GENERAL SUPERVISION, OPERATES A VARIETY OF MEDIUM-SIZED MOTORIZED EQUIPMENT USED IN THE MAINTENANCE AND REPAIR OF HIGHWAYS. MAY OPERATE A FRONT END LOADER, TANDEM AXLE TRUCK, AND SNOWPLOW. PERFORMS GENERAL LABOR TASKS INCLUDING CUTTING BRUSH, FLAGGING, SHOVELING AND REMOVING DEBRIS FROM ROADWAYS AND SHOULDERS. MAY BE EXPOSED TO INCLEMENT WEATHER AND HAZARDOUS CONDITIONS. PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE IN AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION: EQUIPMENT OPERATION CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS EXPERIENCE. OR A VALID CLASS A OR CLASS B COMMERCIAL DRIVER'S LICENSE IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE.
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF HIGHWAY

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MAINTENANCE: HIGHWAY MAINTENANCE CERTIFICATE/
COMPLETION OF AN APPROVED TRAINING COURSE IN
SKILLED TRADES PLUS THE ROADS SCHOLAR TRAINING
COURSE BY THE TECHNOLOGY TRANSFER ENTER AT WEST
VIRGINIA UNIVERSITY SHALL BE ACCEPTED FOR THE
REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR
VEHICLE OPERATOR'S LICENSE; (2) A VALID
CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS
REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT
OPERATION, AND MAY BE REQUIRED IN BRIDGE
MAINTENANCE, EQUIPMENT REPAIR AND HIGHWAY
MAINTENANCE AND BRIDGE MAINTENANCE, AT THE
DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME
POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION
IN THE ASSIGNED AREAS AFTER APPOINTMENT;
(4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION
FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION
AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN
AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 11H \$10.55 - \$18.69

DEADLINE: MAY 30, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
J. LEE THORNE
WVDOH - DISTRICT FIVE
US 50 - PO BOX 99
BURLINGTON, WV 26710

PLEASE INCLUDE POSTING NUMBER DOT1200545 ON APPLICATION

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OFFICE ASSISTANT III
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 9
GREENBRIER COUNTY HEADQUARTERS
GREENBRIER

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: OFASST3 - UNDER GENERAL SUPPERVISION, PERFORMS
ADVANCED LEVEL, RESPONSIBLE AND COMPLEX CLERICAL
TASKS. INTERPRETS OFFICE PROCEDURES, RULES AND
REGULATIONS. MUST BE ABLE TO COMMUNICATE WITH A
WIDE VARIETY OF PEOPLE. WILL AUDIT INVOICES,
BILLS, AND ORDERS FOR ERRORS AND MAKE CORRECTIONS.
MAINTAINS FILES, PREPARES PERSONNEL AND PAYROLL
FORMS, ANSWERS PHONE, SCREENS CALLS, TAKES
MESSAGES AND COMPLAINTS. MUST BE ABLE TO OPERATE
OFFICE EQUIPMENT. ENTERS PAYROLL, EQUIPMENT AND
MATERIAL USAGE. MUST POSSESS STRONG COMPUTER
SKILLS AND THE PROVEN ABILITY TO EXERCISE
DISCRETION IN CONFIDENTIAL MATTERS. PERFORMS
RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL
OR THE EQUIVALENT.
EXPERIENCE: FOUR (4) YEARS OF FULL-TIME OR
EQUIVALENT PART-TIME PAID EXPERIENCE PERFORMING
ROUTINE OFFICE WORK.
SUBSTITUTION: COLLEGE HOURS, RELATED BUSINESS
SCHOOL, OR VOCATIONAL TRAINING MAY BE SUBSTITUTED
THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED
EXPERIENCE.

SALARY: PAY GRADE 007 \$20,472.00 - \$37,884.00

DEADLINE: MAY 30, 2012

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TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
 STEVEN B. COLE
 WVDOH - DISTRICT NINE
 146 STONEHOUSE ROAD
 LEWISBURG, WV 24901

PLEASE INCLUDE POSTING NUMBER DOT1200965 ON APPLICATION

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DOT1200966

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TRANSPORTATION CREW SUPERVISOR I
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 9
FAYETTE COUNTY HEADQUARTERS
FAYETTE

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRCRSV1 - UNDER LIMITED SUPERVISION, SUPERVISES AND PARTICIPATES IN A CREW PERFORMING MAINTENANCE AND REPAIR OF HIGHWAYS. SCHEDULES AND MANAGES LABOR, EQUIPMENT AND MATERIALS TO ENSURE COMPLIANCE WITH CORE MAINTENANCE PLAN. REVIEWS WORK SCHEDULES, DETERMINES EQUIPMENT AND MATERIALS NEEDED, OVERSEES AND ASSIGNS THE CREW MEMBERS TO VARIOUS TASKS AND LEADS THE CREW IN COMPLETION OF THE PROJECT. COMPLETES RECORD OF TIME, EQUIPMENT AND MATERIAL USED. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED. CDL REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR YEAR-HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME EXPERIENCE IN HIGHWAY CONSTRUCTION OR HIGHWAY MAINTENANCE, OR IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.
PROMOTIONAL ONLY: FIVE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME EXPERIENCE IN HIGHWAY CONSTRUCTION OR HIGHWAY MAINTENANCE, OR IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION, TWO YEARS OF WHICH MUST HAVE BEEN IN A LEAD WORKER OR SUPERVISORY CAPACITY, MAY BE SUBSTITUTED FOR THE ABOVE TRAINING AND EXPERIENCE.
SPECIAL REQUIREMENT: A VALID WEST VIRGINIA MOTOR VEHICLES OPERATOR'S LICENSE OR A COMMERCIAL DRIVER'S LICENSE MAY BE REQUIRED AFTER EMPLOYMENT.

SALARY: PAY GRADE 012 \$26,160.00 - \$48,396.00

DEADLINE: MAY 30, 2012

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DOT1200966
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TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
 STEVEN B. COLE
 WVDOH - DISTRICT NINE
 146 STONEHOUSE ROAD
 LEWISBURG, WV 24901

PLEASE INCLUDE POSTING NUMBER DOT1200966 ON APPLICATION

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DOT1200967

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TRANSPORTATION WORKER 2

CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 9
FAYETTE COUNTY HEADQUARTERS
FAYETTE

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP - UNDER GENERAL SUPERVISION, EMPLOYEE WILL OPERATE MEDIUM-SIZED EQUIPMENT SUCH AS FRONT END LOADER, GUARDRAIL OR FLAIL MOWER, TANDEM OR SINGLE AXLE DUMP TRUCKS, SNOW PLOW AND SPREADERS USED IN THE MAINTENANCE AND REPAIR OF HIGHWAYS. MAY OPERATE OTHER RELATED HIGHWAY EQUIPMENT AS TRAINING PERMITS. PERFORMS RELATED WORK AS REQUIRED SUCH AS FLAGGING, SHOVELING MATERIALS, CLEANING CULVERTS, MOWING, BRUSH CUTTING, LITTER PICKUP, CLEANING EQUIPMENT, AND JANITORIAL WORK. MAKES MINOR MECHANIC REPAIRS SUCH AS CHANGING TIRES, BLADES, OR FILTERS. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. A COMMERCIAL DRIVER'S LICENSE IS REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE IN AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION: EQUIPMENT OPERATION CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL

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SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS EXPERIENCE. OR A VALID CLASS A OR CLASS B COMMERCIAL DRIVER'S LICENSE IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE. SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF HIGHWAY MAINTENANCE: HIGHWAY MAINTENANCE CERTIFICATE/ COMPLETION OF AN APPROVED TRAINING COURSE IN SKILLED TRADES PLUS THE ROADS SCHOLAR TRAINING COURSE BY THE TECHNOLOGY TRANSFER ENTER AT WEST VIRGINIA UNIVERSITY SHALL BE ACCEPTED FOR THE REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR AND HIGHWAY MAINTENANCE AND BRIDGE MAINTENANCE, AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREAS AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 11H \$10.55 - \$18.69

DEADLINE: MAY 30, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
STEVEN B. COLE
WVDOH - DISTRICT NINE
146 STONEHOUSE ROAD
LEWISBURG, WV 24901

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TRANSPORTATION WORKER 3
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 9
DISTRICT EQUIPMENT SHOP
GREENBRIER

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3MECH - UNDER LIMITED SUPERVISION, PERFORMS MAJOR OVERHAUL OF GASOLINE AND DIESEL POWERED AUTOMOTIVE AND HIGHWAY MAINTENANCE EQUIPMENT. WILL DIAGNOSE MECHANICAL PROBLEMS AND DETERMINE APPROPRIATE PROCEDURES FOR REPAIR, CHANGE AND REPAIR TIRES ON VEHICLES AND HEAVY EQUIPMENT, AND PERFORM PREVENTIVE MAINTENANCE INSPECTIONS ON EQUIPMENT. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. A COMMERCIAL DRIVER'S LICENSE (CDL) WILL BE REQUIRED WITHIN SIX MONTHS AFTER EMPLOYMENT. PREFERENCE MAY BE SHOWN TO APPLICANTS CURRENTLY POSSESSING A CDL. PERFORMS RELATED DUTIES AS REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE WORK OR METAL WORK OR IN BUILDING EQUIPMENT REPAIR INCLUDING WORK IN HEATING, VENTILATION AND COOLING; (OR) TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION;
(OR) TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN CORE DRILLING, OIL OR GAS DRILLING OR SURFACE MINING REQUIRING THE OPERATION OF DRILLING EQUIPMENT OR AUGER;
(OR) TWO YEARS AS A TRANSPORTATION WORKER II-BRIDGE MAINTENANCE WORKER.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED

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EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR, HIGHWAY MAINTENANCE, AND CORE DRILLING AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREA AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 12H \$11.41 - \$20.11

DEADLINE: MAY 30, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
STEVEN B. COLE
WVDOH - DISTRICT NINE
146 STONEHOUSE ROAD
LEWISBURG, WV 24901

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TRANSPORTATION WORKER 2

CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 10
DISTRICT EQUIPMENT
MERCER

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2MECH: UNDER GENERAL SUPERVISION, AT THE FULL PERFORMANCE LEVEL, PERFORMS REPAIRS AND PREVENTIVE MAINTENANCE ON TRANSPORTATION VEHICLES AND ALL TYPES OF HEAVY EQUIPMENT USED IN HIGHWAY MAINTENANCE AT THE DISTRICT EQUIPMENT DIVISION. MUST HAVE A VALID WV DRIVER'S LICENSE AND MAY BE REQUIRED TO OBTAIN CDL WITHIN SIX MONTHS OF EMPLOYMENT. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE IN AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION: EQUIPMENT OPERATION CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS EXPERIENCE. OR A VALID CLASS A OR CLASS B COMMERCIAL DRIVER'S LICENSE IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE.

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SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF HIGHWAY MAINTENANCE: HIGHWAY MAINTENANCE CERTIFICATE/ COMPLETION OF AN APPROVED TRAINING COURSE IN SKILLED TRADES PLUS THE ROADS SCHOLAR TRAINING COURSE BY THE TECHNOLOGY TRANSFER ENTER AT WEST VIRGINIA UNIVERSITY SHALL BE ACCEPTED FOR THE REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR AND HIGHWAY MAINTENANCE AND BRIDGE MAINTENANCE, AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREAS AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 11H \$10.55 - \$18.69

DEADLINE: MAY 30, 2012

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
TOM CAMDEN
WVDOH - DISTRICT TEN
270 HARDWOOD LANE
PRINCETON, WV 24740

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TRANSPORTATION WORKER 3

CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 10
MERCER COUNTY HEADQUARTERS
MERCER

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3MECH: UNDER LIMITED SUPERVISION, EMPLOYEE WILL PERFORM MECHANICAL REPAIRS AND OVERHAUL OF GASOLNE AND DIESEL POWERED EQUIPMENT AT OUR MERCER COUNTY HEADQUARTERS. REPAIRS HYDRAULIC BRAKE SYSTEM, (I.E. REBUILD WHEEL CYLINDERS, INSTALL BRAKE SHOES, REBUILD DISC BRAKE CALIPERS, INSTALL DISC BRAKE PADS, REPLACE MASTER CYLINDER, ETC.). CHANGES AND REPAIRS TIRES ON VEHICLES AND HEAVY EQUIPMENT USING TIRE CAGE, HOISTS, IMPACT WRENCHES AND AIR COMPRESSOR. CLASS B CDL REQUIRED. MUST BE ABLE TO COMPLETE NECESSARY PAPERWORK. PERFORM OTHER JOB DUTIES AS NECESSARY.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE WORK OR METAL WORK OR IN BUILDING EQUIPMENT REPAIR INCLUDING WORK IN HEATING, VENTILATION AND COOLING; (OR) TWO YEARS OF FULL-TIME OR EQUIVAELNT PART- TIME PAID EMPLOYMENT IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION;
(OR) TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN CORE DRILLING, OIL OR GAS DRILLING OR SURFACE MINING REQUIRING THE OPERATION OF DRILLING EQUIPMENT OR AUGER;
(OR) TWO YEARS AS A TRANSPORTATION WORKER II-BRIDGE MAINTANANCE WORKER.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.

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SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR, HIGHWAY MAINTENANCE, AND CORE DRILLING AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREA AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

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WVDOH - DISTRICT TEN
270 HARDWOOD LANE
PRINCETON, WV 24740

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